

# IDAHO PUBLIC WORKS CONTRACTORS LICENSING BOARD MEETING

**Monday – April 7, 2008 – 9:30 A.M.**

**Division of Building Safety  
Board Conference Room  
1090 East Watertower Street  
Meridian, ID 83642**

*NOTE: The following report is not intended to be a verbatim transcript of the discussions at the meeting, but is intended to record the significant features of those discussions.*

The meeting was called to order by Chairman Torry McAlvain at 9:30 a.m. on Monday, April 7, 2008.

**Board Members Present:**

Torry McAlvain, Chairman  
John Sheldon, Vice Chairman  
Jerry Peterson  
Dick Anderson  
Ken Worst

**Board Members Absent:**

Steffani Lippert

**DBS Staff Members:**

Kelly Pearce, Administrator  
Steve Keys, Deputy Administrator, Operations  
Janice Foster, Deputy Administrator, Administration  
Roger Gabel, Deputy Attorney General  
Jean Frenette, PWCL Bureau Chief  
Al Caine, Licensing & Compliance Manager  
Kirk Weiskircher, Financial Specialist, Principal  
Renee Bryant, Administrative Assistant to Boards  
Bill Hatch, Public Information Officer  
Danielle Lefler, Administrative Assistant to Operations  
Heather Carr, Licensing Outreach Advisor  
Brandee Pasborg, Office Specialist II

♦ **Open Forum**

No items were addressed.

♦ **Approval of the April 7, 2008 Agenda**

**MOTION:** Jerry Peterson made a motion to approve the April 7, 2008 agenda as presented. Dick Anderson seconded. All in favor, motion carried.

♦ **Approval of the January 7, 2008 Board Meeting Minutes**

**MOTION:** Dick Anderson made a motion to approve the January 7, 2008 minutes. John Sheldon seconded. All in favor, motion carried.

♦ **Financial Report**

Kirk Weiskircher reviewed the Financial Report. Graphs showing the trends/history of the Bureau's expenditures/revenues are being created and will be included in future reports.

The Bureau to receive two additional full-time outreach advisors, one in Northern and one in Eastern Idaho, the first of May.

**MOTION:** Jerry Peterson made a motion to approve the Financial Report. Ken Worst seconded. All in favor, motion carried.

♦ **P.W. Contractor License Exam (Draft Administrative Rule)**

Heather Carr reviewed the surrounding state's exam requirements; as well as a draft rule for Public Works Contractor exam. The draft rule establishes a frequency in which exams are conducted.

**MOTION:** Jerry Peterson made a motion to approve the draft Administrative Rule as proposed with the following modifications: The current examination for "D" class contractors will remain the same with a passing score of 70 percent. In the "Proposed Idaho" column of the table in the board packet, the exam to be an "open book" with a passing score of 70 percent. In section 112, subsection 02, the sentence beginning with "After" in the fourth line to read, "Upon receipt of an official copy of the passing score, the license will be granted." John Sheldon seconded. All in favor, motion carried.

♦ **Bureau Chief's Report**

A graph showing Public Works licenses issued from Fiscal Year 2005 to Fiscal Year 2008 were distributed and discussed by Jean Frenette.

The Bureau currently has eight open files pending payment, four response and two under investigation. The majority of violations are unlicensed subs or subs bidding out of class. A current assessment sheet is posted on their website.

House Bill 476 passed legislation. The bill, establishing an unlimited license category, becomes effective July 1, 2008. A rule is required to create a fee for the license.

**MOTION:** John Sheldon moved to amend the agenda, under information, to include the unlimited license fee. Dick Anderson seconded. All in favor, motion carried.

**MOTION:** Dick Anderson moved to approve a rule that provides for a license fee of \$550.00 for the unlimited classification. Jerry Peterson seconded. All in favor, motion carried.

**ACTION:** The Division will submit the rule as temporary and proposed; placing the fees into effect July 1, 2008.

♦ **Administrator's Report**

Deputy Attorney General – The Attorney General's office has been approved for the appointment of a full-time Deputy Attorney General (DAG) for DBS. An announcement has been posted and the Agency anticipates hiring a new DAG by July 1, 2008.

Economy – Areas within the state continue to boom, however; as a whole, the State is seeing dramatic deterioration in the construction industry.

Zero Based Budget – The Governor has indicated zero based budgeting will be imposed upon all state agencies. The concept and method of this budget was explained by Administrator Pearce.

**ACTION:** In the near future, the Division, in partnership with DFM, to coordinate a Zero Based budgeting presentation for all DBS board members. The meeting will be held at DBS' Meridian office with "live streaming" available for members unable to physically attend.

Newsletter – The next edition of the Division newsletter to be distributed in May 2008. Suggestions and/or contributions are welcome.

♦ **Potential Board Members**

There are currently two positions available on the PWCL Board. Any board member supporting a candidate should submit a personal letter to Ann Beebe at the Governor’s office.

**MOTION:** Jerry Peterson made a motion to adjourn the meeting. John Sheldon seconded. All in favor. Meeting adjourned at 11:10 a.m.

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TORRY MCALVAIN, CHAIRMAN  
PUBLIC WORKS CONTRACTORS  
LICENSE BOARD

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C. KELLY PEARCE, ADMINISTRATOR  
DIVISION OF BUILDING SAFETY

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DATE

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DATE